

El Monte Safety Meeting Summary
September 24, 2003
1:30 - 2:30 via Video Conference
CR 106-El Monte/CR 710-Sacramento

Those who attended:

In El Monte: Raphael Susnowitz, Bill Yates, John Urkov, Martin Cvjetkovic, Steve Albu, Theresa Shelton, Bill Valdez, Jack Horrocks, and Emily Micali.

In Sacramento: Cindy Francisco

Log 300 Review

There have been four workers compensation claims filed so far in El Monte during 2003.

Vehicle Accident Review

There have been seven vehicle accidents during 2003. Three accidents were because our drivers were hit from the rear, which would be unavoidable. Two of our drivers hit other vehicles in the rear, one hit another vehicle while making a left hand turn, and one driver drove off with the gas nozzle still attached to the gas tank. ARB drivers could have avoided each of these latter four incidents.

Emergency Plan Status

All, except for Annex 4, updated Emergency Plans have been returned. HSL's Emergency Plan will be posted on the web site within the next two days.

2003 Safety Inspections

Annual Safety Inspections of El Monte facilities will be postponed until construction is completed, which is estimated to be in June 2004.

Flair Park Security and Business Manager's Association Meeting Report

Bill Yates reported that at the last meeting the El Monte Police Department discussed Shelter in Place procedures. Handouts were given that are available by contacting Bill Yates. The next meeting will continue the discussion on preparedness for terrorism attacks.

Facility Management Update

Bill Valdez reported on a gnat problem behind the HSL facility. They have contacted Los Angeles County who is assisting in resolving the problem.

Sacramento Headquarters Full Building Evacuation Unannounced Drill

There will be an unannounced full building evacuation drill of the Headquarters building in Sacramento sometime in October.

First Aid Kits Contents

Theresa Shelton requested information on first aid kit contents. The information is listed in the emergency plans for each building.

Safety Concerns During the Construction

Emily Micali raised concerns about working in the HSL building while construction was going on. Bill Valdez answered her questions and directed her to bring any concerns to her supervisor.

Schedule Next Meeting

It was discussed to have the next meeting held on the second week on January. Due to a conflict it has been scheduled for Wednesday, January 7, 2004 at 1:30 pm. Conference Room 106 has been reserved in El Monte and Conference Room 550 has been reserved in Sacramento for the video conference meeting.